

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

- I. JOB TITLE: Dean, High School

- II. CERTIFICATION/QUALIFICATIONS: Holds Current Connecticut Teaching Certification; Three years of successful teaching. Administrative Certification (092) preferred.

- III. WORK YEAR: Regular school calendar plus ten days

- IV. REPORTS TO: Housemaster

- V. JOB GOALS:
 - A. Assists school staff in the maintenance and enforcement of school rules and accepted student behavior.
 - B. Assists in maintaining an atmosphere throughout the school that ensures safety and is conducive to teaching and learning.
 - C. Plans and implements effective programs of student direction and control.
 - D. Develops rapport with students which promotes cooperative compliance with school rules and encourages the development of mature behavior.
 - E. Develops with parents a spirit of cooperation which promotes the best interests of the school and students.

- VI. MAJOR RESPONSIBILITIES:
 - A. Attendance
 - 1. Monitors the daily attendance reports to identify and responds to problems regarding excessive absence from and lateness to school and class.
 - 2. Confers with and counsels students regarding their attendance and their status under the Attendance Policy.
 - 3. Confers with parents, teachers, and the counseling staff to develop plans to promote improved attendance to school and class.
 - 4. Prepares for Appeals as part of the Attendance Policy process.

 - B. Discipline
 - 1. Responds to student disciplinary complaints from staff.
 - 2. Confers with and counsels students involved in disciplinary infractions.
 - 3. Recommends and implements consequences for unacceptable student behavior.
 - 4. Confers with parents, teachers, and the counseling staff to develop plans to promote acceptable student behavior.
 - 5. Assists in the resolution of conflicts between students.
 - 6. Investigates incidents of vandalism and theft.
 - 7. Responds to individuals trespassing on school grounds.

C. Record Keeping

1. Records appropriate information and maintains records regarding attendance, discipline, consequences for behavior, students parking, locker assignments, and student obligations.
2. Prepares and files Fairfield and state suspension forms.

D. Communication

1. Communicates with students, teachers, administrators, parents, the counseling staff, school nurses, security, police department personnel, probation officers and others regarding attendance and disciplinary matters.
2. Communicates effectively via memo, letter, phone, e-mail, and conference.
3. Participates in weekly student or staff meetings as required.
4. Coordinates with the other deans to maintain consistency.

E. Supervision

1. Assists with general student supervision in and outside the building.
2. Assists in the supervision of the cafeteria.
3. Assists with supervision at school dances and proms.
4. Assists with supervision at athletic events.

F. Other

1. Issues parking permits and dismissal passes.
2. Assists with the new teacher orientation on the Attendance Policy.
3. Collects money from the sale of students' locks and the resolution of student obligations.
4. Follow ups with in-coming sophomores who have not had the State required physical examination.
5. Performs other tasks assigned by the Building Administrator or other duly recognized authority.
6. Identifies matters of concern regarding the operation of the schools and makes recommendations to the administration.